

Information Privacy and Security Council (IPSC) Meeting Agenda

April 22, 2009 1:00 PM to 4:00 PM

Participants and the general public can join the meeting at any of the following State VCCs:

Kalanimoku Building 1151 Punchbowl Street Comptroller's Conference Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street, First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
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| I. Call to Order – Welcome | Russ Saito, Chair |
| II. Approval of previous meeting minutes | Russ Saito |
| III. Presentation to the Council on Records Classification and Retention | Susan Shaner
State Archives |
| IV. Reports from investigative committees | |
| <ul style="list-style-type: none"> • Define and build complete listings of agencies, boards, commissions, etc. that are subject to this act | Susan Pang-Gochros |
| <ul style="list-style-type: none"> • Investigate and develop laptop/portable device, storage, wireless, and remote access guidelines | David Lassner |
| <ul style="list-style-type: none"> • Executive Summary collection and report (will be discussed as part of agenda item VI) | Todd Crosby |
| <ul style="list-style-type: none"> • Breach Policy Guidelines & Personal Information Best Practices identification | David Keane |
| V. Council discussion on building guidelines to inform individuals of loss of Personal Information or breach – Due June 30 | Susan Shaner
Arnold Kishi
Caron Inagaki |
| <ul style="list-style-type: none"> • Review existing laws and commonalities | |
| VI. Council review of reports | |
| <ul style="list-style-type: none"> • Redaction of Social Security Number Report • Reduction in use of Social Security Number Report | Russ Saito |
| VII. Announcements | Council |
| VIII. Adjournment | Russ Saito |
| IX. Next meeting date May 20 from 1:00 PM to 4:00 PM | |

*Individuals who require special needs accommodation are invited to call Eleanor Suzuki at (808) 586-1920 x315 at least **4 working days** in advance of the meeting.*